

TWU

Transport Workers Union of Australia South Australian/Northern Territory Branch

Branch Secretary: Alex Gallacher

AMG:SD

27 April, 2005

Industrial Registrar
Australian Industrial Registry
Level 35 Nauru House
80 Collins Street
MELBOURNE VIC 3000

Attn: Lyn Markovski

Dear Ms Markovski,

Re: WORKPLACE RELATIONS ACT 1996.

In accordance with our obligations of the Act, please find the attached documentation in respect to the various sections of the Act.

- Signed copy of the Secretary Certificate.
- Committee of Management Statement [reg.109] dealt with at a meeting on 8 March 2005 [*the first meeting*].
- Copy of the signed Auditors Report [s.276 and reg.113]
- Copy of a concise report of the Income and Expenditure Statement which has been inserted in the Transport Worker and distributed to member free of charge on 11 April 2005 [s.279].
- The General Purpose Financial Report of the branch for the year ended 31 December 2004. The statements were dealt with at scheduled meetings of the Branch on Tuesday 26 April 2005 [s.279(6)(a)] [*the second meeting*].
- The Secretary's Operating Report.

Yours sincerely



A.M.GALLACHER
Branch Secretary

SA Office: 25 Chief Street, Brompton, South Australia 5007
Mail: PO Box 137, Welland, South Australia 5007
Tel: (08) 8346 4177 Fax: (08) 8346 8580
Email: info@sa-nt.twu.com.au



NT Office: Unit 3/63 Winnellie Road, Winnellie NT 0820
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Email: nt@sa-nt.twu.com.au

Certificate of Secretary or the Authorised Officer
s268 of Schedule 1B *Workplace Relations Act 1996*

I Alexander McEachian Gallacher being the Branch Secretary/Treasurer of the
Tranposrt Workers' Union of Australia SA/NT Branch certify:

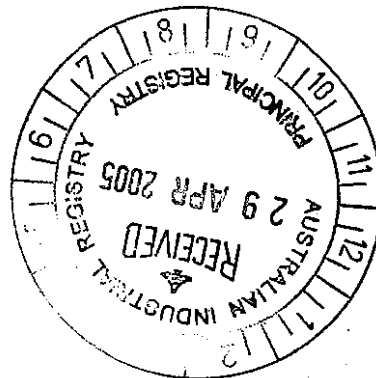
- that the documents lodged herewith are copies of the full report, and the concise report, refered to in s268 of the RAO schedule; and
- that the concise report was provided to members on the 11 April 2005; and
- that the full report was presented to a meeting of the Branch Committee of Management of the reporting unit on the 26 April 2005; in accordance with s266 of the RAO schedule.

Signature:



Date:

27 / 4 / 05



Committee of Management Statement

On 8th March 2005 the Committee of Management of the Transport Workers Union of Australian SA/NT Branch past the following resolution in relation to the General Purpose Financial Report (GPFR) of the reporting unit for the financial year ended the 31/12/04.

The Committee of Management declares in relation to the GPFR that in its opinion;

- (a) the financial statements and notes comply with the Australian Accounting Standards;
- (b) the financial statements and notes comply with the reporting guidelines of the Industrial Registrar;
- (c) the financial statements and notes give a true and fair view of the financial performance, financial position and cash flows of the reporting unit for the financial unit for the financial year to which they relate;
- (d) there are reasonable grounds to believe that the reporting unit will be able to pay its debts as and when they become due and payable;
- (e) during the financial year to which the GPFR relates and since the end of that year;
 - (i) meetings of the committee of management were held in accordance with the rules of the organisation including the rules of a branch concerned; and
 - (ii) the financial affairs of the reporting unit have been managed in accordance with the rules of the organisation including the rules of a branch concerned; and
 - (iii) the financial records of the reporting unit have been kept and maintained in accordance with the RAO Schedule and the RAO Regulations; and
 - (iv) the organisation consists of only one reporting unit;
 - (v) no information has been sought in any request of a member of the reporting unit or registrar under section 272 of the RAO Schedule;
 - (vi) no orders have been made by the Commission under section 273 of the RAO Schedule during the period

For Committee of Management: Alexander McEachian Gallacher

Title of Office held:

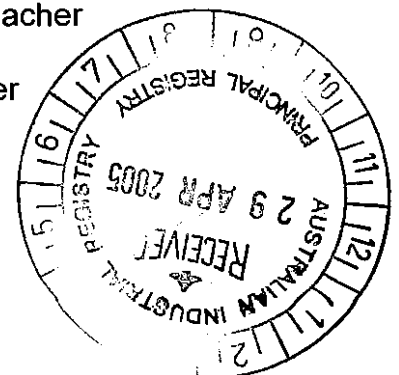
Branch Secretary/Treasurer

Signature:



Date: 8/3/05.

8 March 2005



**INDEPENDENT AUDIT REPORT TO THE MEMBERS OF
THE TRANSPORT WORKERS' UNION OF AUSTRALIA
SOUTH AUSTRALIAN/NORTHERN TERRITORY BRANCH**

SCOPE

We have audited the Accounts being the Balance Sheet and Income and Expenditure Statement and notes to and forming part of the Accounts of The Transport Workers Union of Australia, South Australian/Northern Territory Branch, for the year ended 31st December 2004.

The Committee of Management are responsible for the preparation and presentation of the accounts and the information they contain.

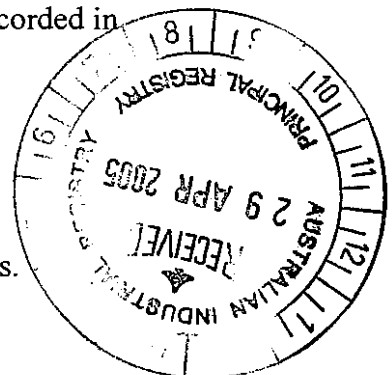
We have conducted an independent audit of these accounts in order to express an opinion on them to the Members of the Branch.

Our audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance as to whether the accounts are free from material misstatements. Our procedures included examination on a test basis, of evidence supporting the amounts and other disclosures in the Accounts, and the evaluation of accounting policies and significant accounting estimates. These procedures have been undertaken to form an opinion as to whether, in all material respects the accounts are presented fairly in accordance with Australian Accounting Concepts and Standards and statutory requirements so as to present a view of the Branch which is consistent with our understanding of its financial position and the results of its operations.

In common with organisations of this type, it is not practical to establish adequate records or controls over cash receipts prior to their receipt and entry in the accounting records. Accordingly, our audit of cash receipts was limited to the amount recorded in the accounting records of the Union.

In our opinion, as far as it appears from our testing and examination, monies recorded as receipts have been properly brought to account by the Union.

The audit opinion expressed in this report has been formed on the above basis.



AUDIT OPINION

In our opinion:-

- 1) There were kept by the Branch in respect of the year, satisfactory accounting records detailing the sources and nature of the income of the Branch (including Income from Members) and the nature and purposes of Expenditure.
- 2) The attached Accounts and Statements are properly drawn up:-
 - a) in accordance with Section 276 of the Workplace Relations Act 1996, as amended.
 - b) so as to give a true and fair view of:-
 - (i) the state of affairs of the Branch as at 31st December 2004, and
 - (ii) the Income and Expenditure Statements of the Branch for the year ended on that date.
 - c) in accordance with applicable Statements of Accounting Concepts and applicable Accounting Standards.
- 3) We received from the Officers and Employees of the Branch, all the information and explanations which were required for the purposes of our audit.

PETER HALL & CO



REGISTERED COMPANY AUDITOR

ADELAIDE: 10th March 2005



TRANSPORT WORKERS' UNION OF AUSTRALIA

SOUTH AUSTRALIAN/NORTHERN TERRITORY BRANCH

We have examined the summarised Income and Expenditure Statement for the 12 months ended 31st December 2004 together with the Balance Sheet as at 31st December 2004.

We certify that the summary, in our opinion, is a fair and accurate abridgement of the detailed reports, accounts and statements previously audited by us and held by the South Australian Branch of the Union.

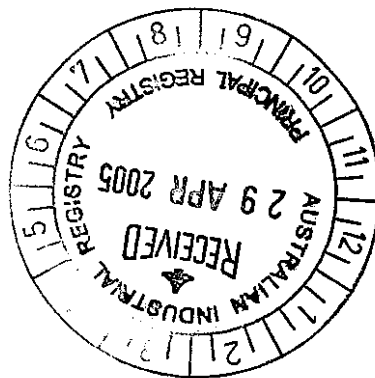
PETER HALL & CO
Chartered Accountants

A handwritten signature in black ink, appearing to be 'PJH', written over a light blue horizontal line.

PETER J HALL
Registered Company Auditor

DATED: 10th March 2005

ADELAIDE



**TRANSPORT WORKERS' UNION OF AUSTRALIA
SOUTH AUSTRALIAN/NORTHERN TERRITORY BRANCH**

**INCOME & EXPENDITURE STATEMENT
FOR THE YEAR ENDED 31ST DECEMBER 2004**

| | 2003 | 2004 |
|-------------------------------------|--------------|--------------|
| \$ | \$ | \$ |
| INCOME | | |
| Contributions from Members | 1,356,681.47 | 1,434,799.54 |
| Interest Received | 112,918.29 | 153,690.78 |
| Rent Received | 161,100.03 | 168,885.00 |
| Other Income | 146,324.99 | 89,881.56 |
| | 1,777,024.78 | 1,847,256.88 |
| LESS EXPENDITURE | | |
| Advertising & Marketing | 52,646.58 | 60,732.23 |
| Affiliation Expenses | 32,296.03 | 27,675.50 |
| Audit & Accounting Fees | 8,128.00 | 7,515.00 |
| Away from Home Expenses | 10,544.09 | 7,904.09 |
| Computer Expenses | 9,277.90 | 18,810.12 |
| Consulting Fees | 42,045.78 | 26,475.91 |
| Contributions to Fed. Council | 156,096.33 | 143,958.00 |
| Debt Colleciton Costs & Commissions | 1,809.62 | 4,876.06 |
| Delegates Telephone & Other Costs | 20,369.13 | 4,463.43 |
| Depreciation | 76,599.00 | 31,903.35 |
| Donations | 10,000.00 | 37,557.05 |
| Federal Council Expenses | 18,465.21 | 10,670.10 |
| Fringe Benefits Tax | 3,953.17 | 873.24 |
| Insurance | 22,095.39 | 19,477.30 |
| Legal Expenses | 13,361.98 | 12,800.68 |
| Light & Power | 7,370.90 | 7,002.88 |
| Maintenance of Equipment & Building | 50,444.76 | 11,102.74 |
| Motor Vehicle Expenses | 43,720.35 | 58,573.22 |
| Office Cleaning | 4,604.50 | 5,402.50 |
| Other Expenses | 67,157.04 | 96,498.77 |
| Payroll Tax | 47,054.20 | 44,366.91 |
| Postages | 35,418.11 | 40,698.51 |
| Printing & Stationery | 31,064.39 | 25,583.40 |
| Provision for Annual Leave | 1,181.67 | 30,493.60 |
| Provision for Long Service Leave | - 4,503.48 | 15,922.04 |
| Rates & Taxes | 6,871.78 | 7,854.31 |

**TRANSPORT WORKERS' UNION OF AUSTRALIA
SOUTH AUSTRALIAN/NORTHERN TERRITORY BRANCH**

**INCOME & EXPENDITURE STATEMENT
FOR THE YEAR ENDED 31ST DECEMBER 2003**

| | 2003 | | 2004 | |
|--|-------------------|---------------------|-------------------|---------------------|
| | \$ | \$ | \$ | \$ |
| Security Patrols | 2,786.49 | | 2,131.54 | |
| Subscriptions & Registrations | 3,388.06 | | 4,285.51 | |
| Telephone, Telex & Fax | 34,647.68 | | 32,881.82 | |
| Traveling & Accommodation | 48,775.69 | | 33,422.93 | |
| Wages, Superannuation & On Costs | <u>752,398.34</u> | <u>1,610,068.69</u> | <u>709,759.68</u> | <u>1,541,672.42</u> |
| SURPLUS FOR THE YEAR | | \$166,956.09 | | \$305,584.46 |
| ADD OTHER INCOME | | | | |
| Capital Gain on Sale of Property | 35,483.40 | | | |
| LESS Write Book of Revulation Reserve | 0.00 | 35,483.40 | 0.00 | 0.00 |
| | | <u>\$202,439.49</u> | | <u>\$305,584.46</u> |

**TRANSPORT WORKERS' UNION OF AUSTRALIA
SOUTH AUSTRALIAN/NORTHERN TERRITORY BRANCH**

BALANCE SHEET AS AT 31st DECEMBER 2004

| | 2003 | 2004 |
|---|-----------------------|-----------------------|
| | \$ | \$ |
| ACCUMULATED FUNDS | | |
| Balance 1st January 2004 | 3,778,151.81 | 3,980,591.30 |
| Capital Gains on Sale of Grange Road Properties | 35,483.40 | |
| Surplus for the Year | 166,956.09 | 305,584.46 |
| BALANCE 31st DECEMBER 2003 | 3,980,591.30 | 4,286,175.76 |
| Represented by: | | |
| CURRENT ASSETS | | |
| Sundry Debtors and Prepayments | 40,965.23 | 51,150.63 |
| Cash on Hand and at Bank | 273,463.22 | 277,072.87 |
| Investments | 2,385,979.64 | 2,627,963.34 |
| | 2,700,408.09 | 2,956,186.84 |
| FIXED ASSETS | | |
| Office Furniture, Machines, Motor Vehicles & Buildings (at cost) | 1,049,324.65 | 1,024,155.49 |
| Less Accumulated Depreciation | (332,433.65) | (255,545.49) |
| | 716,891.00 | 768,610.00 |
| Land (at Valuation) | 1,008,063.87 | 1,008,063.87 |
| | 1,724,954.87 | 1,776,673.87 |
| TOTAL ASSETS | 4,425,362.96 | 4,732,860.71 |
| LESS CURRENT LIABILITIES | | |
| Accrued Expenses and Funds in Advance | 263,913.34 | 283,899.84 |
| Provision for Employee Entitlements | 180,858.32 | 162,785.11 |
| | 444,771.66 | 446,684.95 |
| NET ASSETS | \$3,980,591.30 | \$4,286,175.76 |

**TRANSPORT WORKERS' UNION OF AUSTRALIA
SOUTH AUSTRALIAN/NORTHERN TERRITORY BRANCH**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST DECEMBER 2004**

NOTE 1:

ACCOUNTING METHODS

In accordance with generally accepted accounting principals for organisations, membership contributions are accounted for on a cash receipts basis. Otherwise, the accounts are prepared under the historical cost convention and in accordance with the Accounting Standards jointly issued by the Australian Professional Accounting Bodies. In particular -

- (a) The accounts have not been adjusted to record either changes in the general purchasing power of the dollar or in the prices of specific assets.
- (b) Depreciation of fixed assets is calculated on the reducing balance basis in order to write the assets off over their useful lives. Additions are depreciated from the date of purchase at the rates applicable to the asset.
- (c) Provisions for employee benefits in the form of Long Service Leave and Accrued Annual Leave have been made for the estimated accrued entitlements of all employees on the basis of their terms of employment.
- (d) No provision for income tax is necessary as "Trade Unions" are exempt from income tax under Section 23(f) of the Income Tax Assessment Act. Fringe Benefits Tax has been paid by the Union in accordance with the provisions of the Fringe Benefits Tax Assessment Act.

NOTE 2a:

INFORMATION TO BE PROVIDED TO MEMBERS OR REGISTRAR

In accordance with the requirements of the Workplace Relations Act 1996, the attention of members is drawn to the provisions of sub-sections (1), (2) and (3) of Section 274, which read as follows:

- (1) A member of an organisation, or a Registrar, may apply to the organisation for specified prescribed information in relation to the organisation.

**TRANSPORT WORKERS' UNION OF AUSTRALIA
SOUTH AUSTRALIAN/NORTHERN TERRITORY BRANCH**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST DECEMBER 2004**

- (2) An organisation shall, on application made under sub-section (1) by a member of the organisation or a Registrar, make the specified information available to the member or Registrar in such manner, and within such time, as is prescribed.

- (3) A Registrar may only make an application under sub-section (1) at the request of a member of the organisation concerned, and the Registrar shall provide to a member information received because of an application made at the request of the member.

NOTE 2b:

In accordance with Section 279 (2) and (5) the Branch Committee of Management resolved to provide to the members a Summary of the Auditors report, accounts and statements by publishing the Summary in the Union Journal.

**TRANSPORT WORKERS' UNION OF AUSTRALIA
SOUTH AUSTRALIAN/NORTHERN TERRITORY BRANCH
INCLUDING GAS SUB-BRANCH**

**INCOME & EXPENDITURE STATEMENT
FOR THE YEAR ENDED 31ST DECEMBER 2004**

| | 2003 | 2004 |
|---|---------------------|---------------------|
| \$ | \$ | \$ |
| INCOME | | |
| Membership Fees | 1,356,681.47 | 1,434,799.54 |
| Grants Received | 75,000.00 | 50,000.00 |
| Interest Received | 112,918.29 | 153,690.78 |
| Other Income | 25,233.68 | 39,881.56 |
| Rent Received | 161,100.03 | 168,885.00 |
| Contributions to Industrial Fund | 46,091.31 | 0.00 |
| | <u>1,777,024.78</u> | <u>1,847,256.88</u> |
| LESS EXPENDITURE | | |
| Advertising & Marketing | 52,646.58 | 60,738.23 |
| Affiliated Associations | 32,296.03 | 27,675.50 |
| Audit & Accounting Fees | 8,128.00 | 7,515.00 |
| Away from Home Expenses | 10,544.09 | 7,904.09 |
| Bank Charges | 6,101.90 | 8,329.95 |
| Benefits Paid to Dec. Members | 2,000.00 | 9,000.00 |
| Bus Industry Campaign | 12,854.26 | 12,146.92 |
| Computer Expenses | 9,277.90 | 18,810.12 |
| Consulting Fees | 42,045.78 | 26,475.91 |
| Contributions to Fed Council | 156,096.33 | 143,958.23 |
| Debt collecting Services & Costs | 1,809.62 | 4,876.06 |
| Delegates Telephone & Other Expenses | 20,369.13 | 4,463.43 |
| Depreciation | 76,599.00 | 31,903.35 |
| Donations | 10,000.00 | 37,557.05 |
| Employee Expenses | 752,398.34 | 709,759.68 |
| Federal Trainer Fund | 2,671.00 | 0.00 |
| Federal Council Expenses | 18,465.21 | 10,670.10 |
| Fringe Benefits Tax | 3,953.17 | 873.24 |



**TRANSPORT WORKERS' UNION OF AUSTRALIA
SOUTH AUSTRALIAN/NORTHERN TERRITORY BRANCH
INCLUDING GAS SUB-BRANCH**

**INCOME & EXPENDITURE STATEMENT
FOR THE YEAR ENDED 31ST DECEMBER 2004**

| | 2003 | | 2004 |
|--|---------------------|-----------|---------------------|
| | \$ | \$ | \$ |
| Insurance | 22,095.39 | | 19,477.30 |
| Internet Costs | 7,049.82 | | 8,191.23 |
| Legal Fees | 13,361.98 | | 12,800.68 |
| Light & Power | 7,370.90 | | 7,002.83 |
| Maintenance of Buildings, Equipment & Gardens | 50,444.76 | | 11,102.74 |
| Meeting Expenses | 24,177.25 | | 18,183.19 |
| Motor Vehicle Expenses | 43,720.35 | | 58,573.22 |
| Office Cleaning | 4,604.50 | | 5,402.50 |
| Owner Drivers Campaign | 0.00 | | 1,442.97 |
| Payroll Tax | 47,054.20 | | 44,366.91 |
| Postages | 35,418.11 | | 40,698.51 |
| Printing & Stationery | 31,064.39 | | 25,582.40 |
| Provision for Annual Leave | 1,181.67 | | 30,493.60 |
| Provision for Long Service Leave | -4,503.48 | | 15,922.04 |
| Rates & Taxes | 8,951.51 | | 7,854.31 |
| Security Patrols | 2,786.49 | | 2,131.54 |
| Share Trading | 0.00 | | 1,642.33 |
| Subscriptions & Registrations | 3,388.06 | | 4,285.51 |
| Sundry Expenses | 5,203.35 | | 12,616.95 |
| Telephone | 34,647.68 | | 32,881.82 |
| Training Courses & Seminars | 4,116.09 | | 23,688.55 |
| Travelling & Accommodation | 48,775.69 | | 33,422.93 |
| Uniforms | 903.64 | | 1,257.50 |
| | <u>1,610,068.69</u> | | <u>1,541,678.42</u> |
| SURPLUS FOR THE YEAR | \$166,956.09 | | \$305,578.46 |
| ADD OTHER INCOME | | | |
| Capital Gain on Sale of Grange Property | 35,483.40 | | 0.00 |
| Less Write Book of Revaluation Reserve | | 35,483.40 | 0.00 |
| | <u>\$202,439.49</u> | | <u>\$305,578.46</u> |

**TRANSPORT WORKERS' UNION OF AUSTRALIA
SOUTH AUSTRALIAN/NORTHERN TERRITORY BRANCH
BALANCE SHEET AS AT 31st DECEMBER 2004**

| | | | 2003 | | 2004 |
|--|------|-------------------|---------------------|-------------------|---------------------|
| | Note | \$ | \$ | \$ | \$ |
| ACCUMULATED FUNDS | | | | | |
| Balance 1st January 2004 | | | 3,778,151.81 | | 3,980,591.30 |
| Capital Gains on Sale of Grange Property | | | 35,483.40 | | 0.00 |
| Surplus for the Year | | | 166,956.09 | | 305,584.46 |
| BALANCE 31st DECEMBER 2004 | | | <u>3,980,591.30</u> | | <u>4,286,175.76</u> |
| Represented by: | | | | | |
| CURRENT ASSETS | | | | | |
| Sundry Debtors and Prepayments | | | 40,965.23 | | 51,150.63 |
| Cash in Hand | | | 1,530.00 | | 5,135.12 |
| Cash in Bank | | | 271,933.22 | | 271,937.75 |
| | | | <u>314,428.45</u> | | <u>328,223.50</u> |
| INVESTMENTS | | | | | |
| Investments in Public Companies - at Cost | | | 71,800.00 | | 0.00 |
| Bank Interest Bearing Deposits | | | | | |
| Unsecured Loan - Federal Office Building Loan | | | 2,042,713.96 | | 2,627,963.34 |
| | | | <u>271,465.68</u> | | <u>0.00</u> |
| | | | 2,385,979.64 | | 2,627,963.34 |
| FIXED ASSETS | | | | | |
| Office Furniture (at cost) | | 20,055.49 | | 20,055.49 | |
| Less Accumulated Depcn. | | 8,832.49 | 11,223.00 | 10,399.49 | 9,656.00 |
| Office Machines (at cost) | | <u>103,659.03</u> | | <u>110,899.03</u> | |
| Less Accumulated Depcn. | | 77,718.03 | 25,941.00 | 92,559.03 | 18,340.00 |
| Motor Vehicles (at cost) | | 170,155.51 | | 137,746.35 | |
| Less Accumulated Depcn. | | 142,925.51 | 27,230.00 | 16,927.35 | 120,819.00 |
| Buildings (at cost) | | <u>755,454.62</u> | | <u>755,454.62</u> | |
| Less Accumulated Depcn. | | 102,957.62 | 652,497.00 | 135,659.62 | 619,795.00 |
| Land (at Valuation) | | | <u>1,008,063.87</u> | | <u>1,008,063.87</u> |
| | | | 1,724,954.87 | | 1,776,673.87 |
| | | | <u>4,425,362.96</u> | | <u>4,732,860.71</u> |
| TOTAL ASSETS | | | | | |
| LESS CURRENT LIABILITIES | | | | | |
| Accrued Expenses | | | 263,913.34 | | 283,899.84 |
| Provision for Long Service Leave | | | 101,984.39 | | 82,678.89 |
| Provision for Annual Leave | | | 78,873.93 | | 80,105.22 |
| | | | <u>444,771.66</u> | | <u>446,683.95</u> |
| NET ASSETS | | | 3,980,591.30 | | 4,286,176.76 |

**TRANSPORT WORKERS' UNION OF AUSTRALIA
SOUTH AUSTRALIAN/NORTHERN TERRITORY BRANCH**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST DECEMBER 2004**

NOTE 1: ACCOUNTING METHODS

In accordance with generally accepted accounting principals for organisations, membership contributions are accounted for on a cash receipts basis. Otherwise, the accounts are prepared under the historical cost convention and in accordance with the Accounting Standards jointly issued by the Australian Professional Accounting Bodies. In particular -

- (a) The accounts have not been adjusted to record either changes in the general purchasing power of the dollar or in the prices of specific assets.
- (b) Depreciation of fixed assets is calculated on the reducing balance basis in order to write the assets off over their useful lives. Additions are depreciated from the date of purchase at the rates applicable to the asset.
- (c) Provisions for employee benefits in the form of Long Service Leave and Accrued Annual Leave have been made for the estimated accrued entitlements of all employees on the basis of their terms of employment.
- (d) No provision for income tax is necessary as "Trade Unions" are exempt from income tax under Section 23(f) of the Income Tax Assessment Act. Fringe Benefits Tax has been paid by the Union in accordance with the provisions of the Fringe Benefits Tax Assessment Act.

NOTE 2a: INFORMATION TO BE PROVIDED TO MEMBERS OR REGISTRAR

In accordance with the requirements of the Workplace Relations Act 1996, the attention of members is drawn to the provisions of sub-sections (1), (2) and (3) of Section 274, which read as follows:

- (1) A member of an organisation, or a Registrar, may apply to the organisation for specified prescribed information in relation to the organisation.

**TRANSPORT WORKERS' UNION OF AUSTRALIA
SOUTH AUSTRALIAN/NORTHERN TERRITORY BRANCH**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST DECEMBER 2004**

- (2) An organisation shall, on application made under sub-section (1) by a member of the organisation or a Registrar, make the specified information available to the member or Registrar in such manner, and within such time, as is prescribed.
- (3) A Registrar may only make an application under sub-section (1) at the request of a member of the organisation concerned, and the Registrar shall provide to a member information received because of an application made at the request of the member.

NOTE 2b: In accordance with Section 279 (2) and (5) the Branch Committee of Management resolved to provide to the members a Summary of the Auditors report, accounts and statements by publishing the Summary in the Union Journal.

NOTE 3: LAND & BUILDINGS

The properties were acquired by the expenditure of Branch Funds and form part of the Branch Funds.

The properties are subject to the custody control and management of the Branch.

The properties are registered in the name of the Transport Workers Union of Australia Federal Council.

| NOTE 4: CASH AT BANK | 2003 | 2004 |
|-------------------------------------|-------------------|-------------------|
| | \$ | \$ |
| Claims Account | 82.60 | 82.60 |
| Contingencies Fund - Gas Sub Branch | 63,154.46 | 54,997.51 |
| General Fund No. 1 Working Account | 202,227.04 | 200,892.41 |
| Salary Sacrifice Clearing Account | 6,469.12 | 15,965.23 |
| | <u>271,933.22</u> | <u>271,937.75</u> |

Operating Report

The Secretary presented an Operating Report for the year ended the 31 December 2004

Transport Workers' Union of Australia SA/NT Branch

Operating Report for the 2004 ended 31 December 2004.

Principle Activities

The principal activities of the Association during the reporting period were to provide industrial and organising services to the members consistent with the objects of the Association and particularly the object of protecting and improving the interest of the members.

The Associations' principal activities resulted in maintaining and improving the wages and conditions of employment of the membership, particularly for those members in collective enterprise agreements negotiated by the Association.

There were no significant changes in the nature of the Association's principal activities during the reporting period.

Manner of resignation

Members may resign from the Association in accordance with rule 11 which reads as follows;

11. Resignation from membership

- (1) A Member may resign from Membership by notice in writing addressed and delivered to the Branch Secretary of the Branch in which the Member is enrolled.
- (2) A notice of resignation from Membership takes effect;
 - (a) if the Member has ceased to be Eligible:
 - (i) on the day on which the notice is received by the Union;
 - (ii) on the day specified in the notice;
 - (b) in any other case:
 - (i) at the end of 2 weeks after the notice is received by the Branch Secretary; or
 - (ii) on the day specified in the notice;whichever is later.
- (3) Any Duties payable but not paid by a former Member, in relation to a period before the Member's resignation from the Union took effect, may be sued for and recovered in accordance with rule 81 as a debt due to the Union.
- (4) A notice delivered in accordance with sub-rule (1) is deemed to have been received by the Union when it was delivered.



- (5) A notice of resignation that has been received by the Union is not invalid only because it was not addressed and delivered in accordance with sub-rule (1).
- (6) A resignation from Membership is valid, even if it is not effected in accordance with this rule, if the Member is informed in writing by the Union that the resignation has been accepted.

Transport Workers' Union of Australia SA/NT Branch

Trustee or director of trustee company of superannuation entity or exempt public sector superannuation scheme

The following officers of the Association held preserved positions in the following entities.

Alexander McEachian Gallacher is a director of the TWU Superannuation Fund.

Number of Members

The number of persons who, at the end of the reporting period, were recorded on the Registrar of Members of the Association was 7,087.

Number of employees


The number of persons who were, at the end of the reporting period, employees of the Association were 10.

Members of the Committee of Management

The persons who held office as members of the committee of Management of the Association during the reporting period are;

- Douglas Frusher (President),
- Robert Simon (Vice-President)
- Alexander Gallacher (Secretary/Treasurer)
- Ian Gallacher (Committee Member)
- Robert Whinnen (Committee Member)
- Michael Vogt (Committee Member)
- John Loader (Committee Member)
- Ray Wyatt (Committee Member)
- Russell Wortley (Committee Member)
- Dave Wattam (Committee Member)
- Shaun Kelly (Committee Member)
- Wayne Gregory (Committee Member)
- Bryan McIntosh (Branch Trustee)
- Les Bell (Branch Trustee)

Signed:



(Branch Secretary)

Date:

8/3/05.



Australian Government
Australian Industrial Registry

Level 35, Nauru House
80 Collins Street, Melbourne, VIC 3000
GPO Box 1994S, Melbourne, VIC 3001
Telephone: (03) 8661 7777
Fax: (03) 9654 6672

Mr Alexander Gallacher
Branch Secretary
Transport Workers' Union of Australia
South Australian/Northern Territory Branch
PO Box 137
WELLAND SA 5007

Dear Mr Gallacher,

**Re: Transport Workers' Union of Australia -
South Australian/Northern Territory Branch
Financial reports for year ended 31 December 2004 - FR2004/742**

Receipt is acknowledged of the full financial report and the concise financial report of the South Australian /Northern Territory Branch of the Transport Workers' Union of Australia for the year ended 31 December 2004. The documents were lodged in the Industrial Registry on 29 April 2005.

The documents have been filed.

I direct your attention to the following comments concerning the reports and the financial reporting obligations under the RAO Schedule. Please note that these matters are advised for assistance in the future preparation of financial reports; no further action is required in respect of the subject documents.

Full Report

Auditor's Report

The opinion of the auditor made under the auditor's report is expressed in terms previously required under subsection 276(4) of the *Workplace Relations Act 1996*. The RAO Schedule, under subsection 257(5), now sets out the matters upon which an auditor is required to make an opinion. The following wording would satisfy the requirements of the Schedule:

"In our opinion the general purpose financial report is presented fairly in accordance with applicable Australian Accounting Standards and the requirements imposed by Part 3 of Chapter 8 of Schedule 1B of the Workplace Relations Act 1996"

You may wish to forward a copy of this letter to the reporting unit's auditor.

Prescribed Information Notice

Note 2a of the “Notes to and forming part of the financial statements...” incorrectly draws attention to subsections 274 (1), (2) & (3) of the Act. Please note that that section has been repealed and replaced by section 272 of the RAO Schedule. Under subsection 272(5), the prescribed information notice is required to draw attention to subsections 272(1), (2) and (3) which read as follows:

“(1) A member of a reporting unit, or a Registrar, may apply to the reporting unit for specified prescribed information in relation to the reporting unit to be made available to the person making the application.

“(2) The application must be in writing and must specify the period within which, and the manner in which, the information is to be made available. The period must not be less than 14 days after the application is given to the reporting unit.

“(3) A reporting unit must comply with an application made under subsection (1).”

General Purpose Financial Report

Under subsection 253(2) of the RAO Schedule, the financial statements contained in a general purpose financial report must include a statement of cash flows for the financial year. Such a statement has been omitted from the full financial report lodged on this occasion.

It should be noted that, under section 305 of the Schedule, section 253 is a civil penalty provision.

Concise Report

The legislative requirements of the RAO Schedule in relation to a concise report are contained primarily in section 265 and regulation 161 of the RAO Regulations. The relevant provisions are set out below.

265 Copies of full report or concise report to be provided to members

(1) A reporting unit must provide free of charge to its members either:

.....

(b) a concise report for the financial year that complies with subsection (3).

(2) A concise report may only be provided if, under the rules of the reporting unit, the committee of management of the reporting unit resolves that a concise report is to be provided.

(3) A concise report for a financial year consists of:

(a) a concise financial report for the year drawn up in accordance with the regulations; and

(b) the operating report for the year; and

(c) a statement by the auditor:

(i) that the concise financial report has been audited; and

(ii) whether, in the auditor's opinion, the concise financial report complies with the relevant Australian Accounting Standards; and

(d) a copy of anything included under subsection 257(5), (6) or (7) in the auditor's report on the full report; and

(e) a statement that the report is a concise report and that a copy of the full report and auditor's report will be sent to the member free of charge if the member asks for them.

161 Concise report (RAO Schedule, s 265 (3) (a))

(1) For subsection 265 (3) of the RAO Schedule, a concise financial report must include:

(a) the following financial statements presented as in the full report except for the omission of cross-references to notes to the financial statements in the full report:

(i) a profit and loss statement for the financial year;

(ii) a balance sheet for the end of the financial year;

(iii) a statement of cash flows for the financial year; and

(b) disclosure of information for the preceding financial year corresponding to the disclosures made for the current financial year; and

(c) discussion and analysis of the principal factors affecting the financial performance, financial position and financial and investing activities of the reporting unit to assist the understanding of members; and

(d) any reports or statements mentioned in paragraph 253 (2) (c) of the RAO Schedule; and

(e) in addition to the statement required by paragraph 265 (3) (e) of the RAO Schedule, a statement that the concise financial report has been derived from the full report and cannot be expected to provide as full an understanding of the financial performance, financial position and financial and investing activities of the reporting unit as the full report; and

(f) the notice mentioned in subsection 272 (5) of the RAO Schedule.

(2) A concise report may include any other information consistent with the full report.

The concise report lodged for the year ended 31 December 2004 did not include the following required statements and documentation:

- a statement under paragraph 265(3)(e)
- a statement under subregulation 161(1)(e)
- discussion and analysis pursuant to subregulation 161(1)(c)
- the operating report
- a statement of cash flows
- the Committee of Management statement pursuant to subregulation 161(1)(d)

With regard to the information which was included in the concise report, the following defects should be noted and remedied in relation to the 2005 financial reports:

Auditor's report

The wording of the auditor's report is not in accordance with the statement required under subsection 265(3)(c) of the RAO Schedule. Under that subsection the auditor must state that the concise financial report has been audited and whether, in the auditor's opinion, the report complies with the relevant Australian Accounting Standards.

Prescribed Information Notice

As indicated above, this notice should be consistent with the terms of subsections 272(1), (2) and (3) of the RAO Schedule.

Committee of Management Resolution

Note 2b of the "Notes to....." refers incorrectly to subsections 279(2) and (5) of the Act in relation to the committee of management's resolution to provide a concise report to members. The correct reference is now subsection 265(2) of the RAO Schedule.

Loans, Grants and Donations

The statement of disclosure made in accordance with section 237 of the RAO Schedule, and lodged with the abovementioned reports, has been dealt with under cover of separate correspondence.

Should you have any queries concerning these matters, I may be contacted on (03) 8661 7775.

Yours sincerely



Ruth Hansen
Statutory Services Branch

20 May 2005